



TEXAS DEPARTMENT OF HEALTH
AUSTIN TEXAS
INTER-OFFICE

02-061

TO: Local Health Departments
Independent WIC Local Agencies
Director, Office of Public Health Practice

FROM: Barbara Keir, Director
Public Health Nutrition and Education
Bureau of Nutrition Services

“ORIGINAL SIGNED”

DATE: May 24, 2002

ATTN: Texas Tech/WIC Anemia and Overweight Study Coordinators

SUBJECT: Texas Tech/WIC Anemia and Overweight Study Update

The Texas Tech Anemia and Overweight Studies have been underway for about 2 months and so far we have received over 400 incentive post cards. We still have a long way to go and we wanted to touch base with you and provide a few reminders to ensure the study continues to go smoothly.

We have received several calls from local agencies indicating that some of the participants on the Master Lists have been terminated in the computer. We are requesting that each study coordinator **send us a photocopy of your Master Anemia and Overweight Lists by May 31, 2002** identifying which participants have been terminated. We also want to know how many of the subjects on the Master Lists have already been approached and how many still need to be approached. This information will help us determine if we need to perform a second sampling to ensure a large enough sample size to produce significant findings. Photocopies of the Master Lists may be faxed to the state office at 512-458-7609, or mailed to Isabel Clark at: Texas Department of Health, 1100 W. 49th Street, Austin, Texas, 78756.

We would also like to address a few problems that have arisen:

- Please ensure the correct color-coded survey is administered to the participant. Each Master List is color-coded to match the corresponding survey: the anemia Master List is color-coded red to match the red anemia surveys, the overweight Master List is color-coded purple to match the purple overweight surveys.
- Make sure the parent completes the survey in reference to the child listed on the Master List, not just any other child participating at WIC.
- Make sure the **witness line** is signed on the consent form by the staff that administers the survey.

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- We prefer the surveys be completed in pencil. Please instruct the participants to completely fill in the bubble for the selections. Double check to make sure the bubbles are filled in correctly and that no pages of the survey have been skipped.
- Incentive post cards should be mailed the day the survey is completed. Make sure addresses are correct and **legible**.
- The survey coordinator should mail the signed consent forms and completed surveys to Texas Tech University **once a month**. To ensure confidentiality, the consent forms **must** be mailed in a **separate** envelope from the completed surveys. Request each clinic site to forward the completed consent forms and surveys to the study coordinator to ensure that consent forms and surveys are mailed once a month.
- Once your Local Agency has completed all the surveys, make a photocopy of the Master List to keep for your files. Mail the completed Master List to Texas Tech University.

We would not have been able to undertake this study statewide without your assistance, and we truly appreciate your help. If you have any questions related to this information, contact Isabel Clark, Clinical Nutrition Specialist, at 512-458-7111, ext. 3489, or Isabel.Clark@tdh.state.tx.us.